

CONFIDENTIAL

Approved For Release 2000/09/01 : CIA-RDP81-00755R000200160015-0

ACCOUNTING BY INDIVIDUAL FOR ADVANCE

NOTE: SEE INSTRUCTIONS ON REVERSE SIDE.

TO:

DATE

CFB - Finance Division

14 October 1953

FROM:

OSI

ACCOUNTING FOR THE PERIOD FROM _____ TO _____ INCLUSIVE.

1. CASH ON HAND _____ (Date of close of last accounting period) \$ - 0 -

2. RECEIPTS DURING ACCOUNTING PERIOD:

DATE

RECEIPT NO.

DESCRIPTION

1 September 53 Cash advance, per memorandum dated 4 September 53, \$ 49.75
and authorized by the Director of Training on
16 September 1953.

TOTAL TO BE ACCOUNTED FOR \$ 49.75

3. EXPENDITURES DURING ACCOUNTING PERIOD FOR WHICH REIMBURSEMENT IS CLAIMED:

DATE

VOUCHER NO.

DESCRIPTION

24 Sept 1953 Receipt # 1 Tuition for extra-Agency training \$ 45.00

4. RETURNED HEREWITH: _____ (Describe - Cash, Check, Money Order, Etc.) \$ - 0 -

5. CASH ON HAND _____ (Date of closing of this accounting period) \$ 4.75

☐ INCLUDES CASH ON HAND OR OTHERWISE IN POSSESSION.
☐ IF OTHER THAN ACTUAL CASH ON HAND, DESCRIBE FULLY.

TOTAL ACCOUNTED FOR \$ 49.75

6. I CERTIFY that the expenditures itemized on this accounting and/or attached documents, were necessarily incurred by me in connection with official business of a confidential nature, and that I have not been, nor will I be, reimbursed therefor from any source, Government or private; and that this voucher and attachments, if any, are true and correct in all respects.

25X1A

7. APPROVED:

14 October 1953 Budget Fiscal Officer, OTR

DATE

TITLE

8. I CERTIFY that this accounting has been examined by me; that the data furnished me, or a satisfactory explanation made for the failure to furnish same; that it appears from such data that the itemized expenditures were for necessary official purposes, reimbursement for which is allowable under existing regulations; and that such expenditures are properly chargeable to the accounts indicated below. \$ 45.00

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